

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
GENERATION WITH PROMISE
Financial Instructions
November 2007

- I. Budgets are due along with Action Plans by January 30th, 2008. School buildings must complete the budgets in cooperation with the school district. A district business official must sign the budget form.

- II. Program Budget Detail
 1. Salaries and Wages – no supplanting is allowed
 2. List the name of the person (if known)
 3. Number of Positions – FTE – full time equivalent – if the person will work an average of 10 hours per week over the time of the grant, the FTE equals .25
 4. Amount is the number of hours times the hourly wage
 5. Fringe benefits – bold each category that applies and list the composite rate
 6. Multiply the total salary and wages times the composite rate to get the amount for the fringe benefits. The spreadsheet will do this for you.
 7. Travel includes travel costs for employees and students working on the grant. If this amount is greater than 10% of your total grant, list the detail used to calculate the amount.
 8. Supplies and materials include any item up to \$5,000 that is purchased for the purpose of grant. This would include paper, pens, cups, paper plates, etc. If this amount is greater than 10% of your total grant, list the detail used to calculate the amount.
 9. Contractual – if you contract with someone to work on the grant and they are not an employee, the cost is listed here with the contractors name, purpose of the contract and the amount.
 10. Equipment are those items for which the unit cost is \$5,000 or greater. These items need pre-approval from the grant project manager.
 11. Other expenses include food for meetings, media costs, etc. List each of these items with an amount.

- III. Program Budget Summary
 1. Once the budget detail is completed, the summary numbers will automatically come forward on to both the budget summary and the financial status report.
 2. Add the school name and address and dates and you should be all set.

- IV. Financial Status Report (FSR)
 1. Will be filed on February 15th, 2008, May 15th, 2008 and July 30th, 2008. The original signed copy is sent to:

Barbara Blum, Project Manager
Michigan Department of Community Health
Office of the Surgeon General
Generation With Promise Project
Cadillac Place, Suite 3-350
3650 W. Grand Blvd.
Detroit, MI 48202
 2. The grant period ends on June 30th to coincide with the schools' fiscal year. An extension can be requested by June 1st for a project that continues through the summer months. If this request is approved, an additional FSR will be due by September 1, 2008.